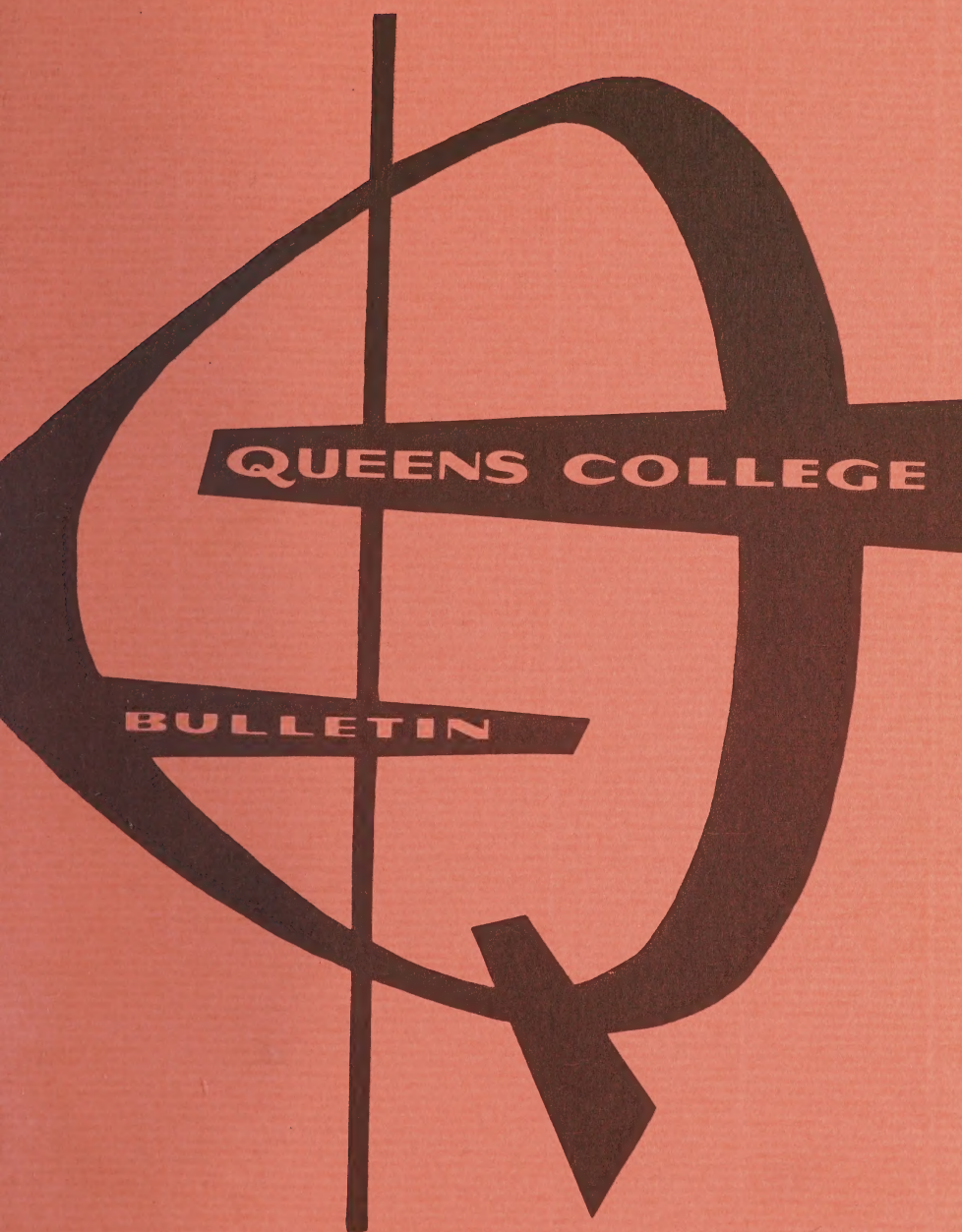




EVENING COLLEGE
ANNOUNCEMENTS

FALL AND SPRING
1960-1961

A WORD ABOUT QUEENS EVENING COLLEGE

Queens Evening College serves a population area of 1,600,000. The evening program offers continuing education at the college level and beyond the college level. During the 1959-60 school year more than 1100 men and women enrolled in the more than 100 courses of Queens Evening College. Continued growth in all phases of the adult education program is expected.

Study is offered in college credit work, in specialized programs for business and industrial education, and in cultural courses of general interest.

QUEENS COLLEGE
1900 SELWYN AVENUE
CHARLOTTE 7, NORTH CAROLINA

DR. EDWIN R. WALKER, President

QUEENS COLLEGE BULLETIN, Vol. 38, September, 1960, No. 7
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TABLE OF CONTENTS

A Word about Queens Evening College	page 1
The Calendar, Evening Session 1960-61	page 2
General Information: Starting date	page 3
Registration dates and procedures	page 3
Tuition	page 3
Payments	page 3
Refunds	page 3
Parking	page 4
Facilities of the college	page 4
Special Programs	page 5
Courses of instruction: College credit	pages 6-11
Courses for business and industry	pages 12-16
Courses of general interest	pages 17-19

CALENDAR

Evening Session 1960-61

FALL SEMESTER 1960

September 26-31	Monday through Saturday, Registration for first semester
October 3-6	Monday through Thursday, Classes begin
November 24	Thursday, Thanksgiving Holiday
December 23	Friday, Christmas recess begins

1961

January 2	Monday, Christmas recess ends (Classes begin)
January 23-26	Monday through Thursday, Final Examinations for first semester
January 26	Thursday, End of first semester

SPRING SEMESTER 1961

February 6-11	Monday through Saturday, Registration for second semester
February 13-16	Monday through Thursday, Classes begin
May 29-June 1	Monday through Thursday, Final Examinations for second semester
June 1	Thursday, End of second semester

GENERAL INFORMATION

STARTING DATE

Classes for the first semester will start during the week of October 3 on the night indicated after each course description. Second semester classes meet on the same basis, starting during the week of February 13.

REGISTRATION

First semester registration will be held in the Evening College office from Monday, September 26, through Saturday, September 31. The hours are from 9 a.m. to 9 p.m., Monday through Friday, and from 9 a.m. to noon on Saturday. The second semester registration will be held on the same basis from February 6 through February 11.

TUITION

Tuition for all college credit work is \$25.00 per semester hour of credit.

Tuition for all courses not offered on a college credit basis is stated after each course definition in the catalogue.

Tuition for auditors of courses given for college credit is \$60.00 for courses carrying three semester hours of credit and \$75.00 for courses carrying four semester hours of credit

FEES

There are no application, registration, or laboratory fees.

PAYMENT OF TUITION

Payment of tuition must be made in full before students are considered registered in the Evening College. The only exceptions are for students who are attending on company sponsored scholarships or tuition-refund plans.

REFUNDS

If a student in the Evening College is compelled to drop a course, **upon written request to the director** the student will be refunded tuition on the following basis:

Students, audit or credit, officially dropping a course offered for college credit during its first scheduled week but before the second scheduled class meeting, will receive a 100% tuition refund.

Students, audit or credit, officially dropping a course offered for college credit on the night of the second scheduled class meeting, or after, will receive no tuition refund.

Students enrolled in courses offered on a **non-credit** basis only will be refunded

50% of their tuition if they drop a course during the first scheduled week of a course.

There will be no tuition refund for students enrolled in courses offered on a non-credit basis after the first scheduled class meeting.

PARKING

Parking is permitted on the Queens College side of Selwyn Avenue **after 6:30 p.m.** There is no restriction on the opposite side of Selwyn Avenue during evening hours.

The new Queens College parking area located behind the gymnasium may be entered from Wellesley Avenue at the parking lot sign.

There will be no parking on the back campus entering from Radcliff Avenue.

FACILITIES OF THE COLLEGE

The following facilities of the College are regularly available to Evening College students:

THE STUDENT STORE is located in the basement of Morrison Hall and contains a snack bar as well as the book store. It is open until 10:30 p.m. each evening.

THE LIBRARY—The new Everett Library is open to all Evening College students, credit and non-credit. Library cards may be filled out in the Evening College office during registration.

THE EVENING COLLEGE OFFICE is located in the basement of the Atkinson Science Building. Evening College students are invited to make this office their headquarters while on the campus. An evening staff is present from 6:30 to 10:00 p.m., Monday through Thursday, to serve students' needs.

NINNISS AUDITORIUM LECTURE-CONCERT SERIES brings to Queens students high quality musical and dramatic entertainment, as well as outstanding speakers. Evening College students are invited to attend without charge. Programs will be announced during the school year.

THE NEW DANA CLASSROOM BUILDING offers modern and convenient facilities for lecture and seminar type classes in air-conditioned comfort.

SPECIAL PROGRAM ANNOUNCEMENTS

QUEENS EVENING COLLEGE is developing several new programs for the fall and spring terms of 1960-61. In addition it will continue to expand many others that have been popular in past years.

THE GREAT BOOKS discussion groups will continue, as well as the popular afternoon ROUNDTABLE. Last year's groups in Great Books will continue their second year readings. New this year are two programs sponsored by the Fund for Adult Education, WAYS OF MANKIND, and DISCOVERING MODERN POETRY.

SPECIAL EMPHASIS is being placed upon the continuing education of women. A two-year pilot study program to train assistant directors of Christian Education will begin this fall. Other areas of training will be in office management, kindergarten teaching, social work, and substitute teaching in public schools.

IN BUSINESS, women have the opportunity to train for the Certified Professional Secretaries designation through courses given in cooperation with the Charlotte Chapter of the National Secretaries Association. The Evening College also cooperates with the local affiliations of many national organizations carrying on educational programs at a college level. Included among them are the National Association of Credit Management, The American College of Life Underwriters, and The American Institute for Property and Liability Underwriters.

THE EVENING COLLEGE is also cooperating with the Charlotte Chamber of Commerce and the Charlotte Chapter of the American Savings and Loan Institute in providing facilities for their educational courses.

If these courses are not described in this bulletin, special information is available from the Evening College office.

COLLEGE CREDIT PROGRAM

All college credit courses meet one night a week from 7:00 to 9:45 p.m., except for lab courses. Credit hours are indicated after each course number.

ART

100 • Art Appreciation (3)

Fall and Spring: Wednesday

An introduction to the visual arts with the aim of developing an appreciative attitude through a study of the basic aesthetic principles as they apply to the three major visual arts of painting, sculpture, and architecture.

BIBLE AND RELIGION

341 • Ancient Christianity (3)

Fall: Thursday

A study of the development of Christianity from its beginnings through the end of the sixth century, against the background of imperial Roman history. Particular attention given to the relations between Christianity and contemporary religions, especially as revealed in the Dead Sea Scrolls and the recently discovered Gnostic manuscripts.

342 • Modern Christianity (3)

Spring: Thursday

A study of the varieties of Christian faith and order since the Reformation (i. e., about 1650 to the present), with special attention to American church history.

BIOLOGY

402 • Genetics (3)

Fall: Thursday

Principles of heredity and variation in plants and animals.

COMPARATIVE LITERATURE

304 • Greek Dramatic Literature (3)

Spring: Wednesday

The origin and growth of the Greek theatre and drama. Reading and discussion of the plays; lectures and discussions on the religious and social ideas of the fifth century B.C.

309 • Modern Drama (3)

Fall: Wednesday

Reading and discussion of representative European and American plays from the time of Ibsen to the present.

401, 402 • Seminar in World Literature (3, 3)

Fall and Spring: Wednesday

A study of the ideas and philosophies found in the great books of the world.

ECONOMICS

203 • Principles of Economics (3)

Fall: Wednesday

An introductory study of the principles governing the system of private enterprise, showing the characteristics of the system, the organization of production and exchange, and the role of prices.

204 • Fundamental Economic Problems (3)

Spring: Wednesday

A continuation of Economics 203, examining problems in political economy and applying to them the principles developed in the previous course.

(Prerequisite: Economics 203)

207, 208 • Introductory Accounting (3, 3)

Fall and Spring: Monday

Study of fundamental principles of accounting and preparation of financial statements; consideration of basic principles applied to partnerships, corporations, manufacturing and trading enterprises.

(Prerequisite, second semester: Economics 207 or its equivalent)

303, 304 • Intermediate Accounting (3, 3)

Fall and Spring: Tuesday

Accounting procedures with analysis of problems of valuation relating to financial statements.

407, 408 • Advanced Accounting (3, 3)

Fall and Spring: Thursday

Advanced treatment of partnerships and corporations, specialized statements, statement of affairs, realization and liquidation, estates and trusts, parent and subsidiary accounting, and consolidated statements.

450 • Management Development (3)

Fall and Spring: Tuesday

This course deals with specific current industrial problems in the fields of administration, marketing, production control, finance, personnel, labor relations, etc. Problems are selected from case studies.

(Prerequisite: Economics 203 and 204)

EDUCATION

341 • Philosophy of Education (3)

Fall: Thursday

A course to assist students in developing and clarifying their philosophy of education. Course activities include the study of patterns of thought concerning educational aims and values, and an analysis of some current issues and problems in American education.

450 • Individual Studies in Education (3)

Fall and Spring: Times to be arranged with instructors.

A course for experienced classroom teachers interested in intensive study of a professional problem. Programs of study to satisfy individual student's interests and

needs are planned by the student with the help of the instructor. Seminars and conferences with the instructor provide the student opportunities to secure professional advice. Persons interested in enrolling in Education 450 are urged to confer with the instructor in person or by letter prior to the beginning of the course so that individual study plans may be formulated. Admission only upon permission of the instructor. (Prerequisite: Classroom teaching experience)

ENGLISH

101-102 • English Writing and Reading (3-3)

Fall and Spring: Monday

A course designed to help students learn to write clearly, effectively, and convincingly and to read with comprehension and appreciation.

301-302 • American Literature (3-3)

Fall and Spring: Tuesday

A study of the beginnings of American literary production as a part of the developing American mind; reading of the major writers to detect American traits and to trace the development of an American literature.

307 • Advanced Composition (3)

Fall: Thursday

An intensive study of the principles of writing with special attention to the different types of composition, correct and effective style, and grammar.

GEOGRAPHY

301 • Principles of Geography (3)

Fall: Monday

This course deals with geographic factors that relate human adjustment to natural environment.

302 • Economic and Regional Geography (3)

Spring: Monday

This course is concerned with the distribution of the world's basic resources, their utilization, and their influence upon the mode of life of peoples of different regions.

HISTORY

304 • History of the Far East (3)

Spring: Tuesday

A study of the civilizations of the oriental peoples, the importance of the Far East in the modern world, and the relationships between the oriental nations and the Western World.

(Prerequisite: History 101-102)

307 • Latin American History (3)

Fall: Tuesday

A study of the historical background of Latin American institutions with emphasis upon twentieth century developments.

(Prerequisite: History 101-102)

MATHEMATICS

101 • College Algebra (3)

Fall: Thursday

A review of elementary algebra, followed by a study of the usual topics or college algebra.

102 • Plane Trigonometry (3)

Spring: Thursday

A presentation of trigonometric functions and identities together with the solution of right and oblique triangles and their applications.

Modern Algebra (TV—Continental Classroom) (3)

Fall: Tuesday

A special folder describing this Continental TV evening program in detail is available from Queens Evening College.

Probability and Statistics (TV—Continental Classroom) (3)

Spring: Tuesday

A special folder describing this Continental TV evening program in detail is available from Queens Evening College.

MUSIC

100 • Music Appreciation (3)

Fall and Spring: Wednesday

A course designed to equip the student for intelligent music listening.

411 • Piano Pedagogy (3)

Fall: Monday

Analysis of fundamental requirements and examination of available material for students in all age groups from pre-school through college. Discussions of such problems as common deficiencies, practicing, recitals, studio management, interpretation, style, and memorizing.

NURSING EDUCATION

401 • Ward Teaching and Supervision (3)

Fall: Tuesday

A study of the theory and practice of ward teaching and supervision as applied to situations within a nursing school. Students may enroll for theory without the practice.

PHILOSOPHY

303 • The Development of Asian Ideas (3)

Fall: Wednesday

A survey of Asian culture and the systems of thought that have had lasting impression on the Orient and intensive study of some aspects. Major emphasis will be put on the development of the Hindu religion and philosophy and its legacy to Buddhism. Some tracing of Buddhist growth throughout Asia will be made. Taoism and Confucianism will be considered as they both relate to the development of Chinese and Japanese thought.

403B • Ethics

Spring: Wednesday

A study of the science of ideal human conduct with emphasis on the determination of right and wrong.

POLITICAL SCIENCE

301 • American Government (3)

Fall: Tuesday

A study of the structure, functions, and political processes of government on the local, state, and national levels.

402 • International Relations (3)

Spring: Tuesday

Development of the modern state, sovereignty, imperialism, causes of war, internationalism, and problems of world peace.

PSYCHOLOGY

201 • General Psychology (3)

Fall: Monday

A survey of the general field of psychology with emphasis on the methods and results of scientific investigation of human behavior.

302 • Applied Psychology (3)

Spring: Monday

A survey of the principles of psychology which are applicable to the problems of business, industry, and the professions.

402 • Theory of Personality (3)

Fall: Thursday

A critical study of theories of personality and related research.

SECRETARIAL PRACTICE

111 • Elementary Shorthand (3)

Fall: Monday and Thursday

Development of a comprehensive reading and writing knowledge of Gregg shorthand.

112 • Intermediate Shorthand (3)

Spring: Monday and Thursday

Continuation of Secretarial Practice 111 with building of shorthand vocabulary of business terms and development of a minimum sustained note-taking speed of 80 words per minute on new dictation material with 95 per cent accuracy in transcription. (Prerequisite: Secretarial Practice 111 or its equivalent)

SOCIOLOGY

203 • Principles of Sociology (3)

Fall: Wednesday

Analysis of human relations: culture, personality, group behavior, social stratification systems, etc.

404 • Industrial Sociology (3)

Spring: Wednesday

A study stressing the relationship between industry and society, industry and the community, work groups and work relations, the role of the worker in work groups, and the social organization within industry.

SPANISH

101-102 • Elementary Spanish (3-3)

Fall and Spring: Wednesday

Conversation, composition, reading. Materials deal with Hispanic culture.

SPEECH

103 • Fundamentals of Speech (3)

Fall and Spring: Tuesday

An initial concentration upon the development of a pleasing and efficient voice through training in phonetics, diction, and projection followed by practical application of vocal principles through group discussion and the delivery of speeches for all occasions. Emphasis is also placed upon improving ability in listening analytically as well as creating skill in thinking, writing, and speaking in public with proper poise, logic and confidence.

201 • Oral Interpretation (3)

Fall: Thursday

A course designed to develop ability in analysis and appraisal of literature with concentration upon the development of skill in oral interpretation so as to communicate with maximum effectiveness. A study is made of proper vocal and platform techniques with emphasis on voice quality, projection, animation, and poise.

SPECIAL COURSES FOR BUSINESS AND INDUSTRY

ACCOUNTING (Introductory, Intermediate, and Advanced)

See Accounting under economics section in listing of courses for college credit.
(See Cost Accounting below)

ADMINISTRATIVE PRACTICES AND POLICIES IN MODERN BUSINESS

Fall and Spring: Tuesday 7:00-9:45; 16 weeks; \$60.

The purpose of the course is to develop in the student administrator a thorough understanding of the top management viewpoint in the solution of business problems. In addition, the course gives practice in the decision-making area. To achieve this end a variety of case problems is presented to the class; and through student participation in discussion, effective courses of action are evolved to solve the problems that the classroom analysis discloses. The cases examined cover a variety of situations from the very smallest to the very largest complex enterprises.

ANALYSIS OF FINANCIAL STATEMENTS

(In cooperation with the National Association of Credit Management)

Fall and Spring: 32 weeks; \$50.

Open to member companies. Call the Evening College office for further information.

BUSINESS ENGLISH

Fall and Spring: Tuesday 7:30-9:30; 12 weeks; \$45.

A course designed for business men and women beyond the high school level. How to acquire power in business expression through good dictation and good transcription, the twin demands of modern business. Special emphasis is given on business writing that is clear, correct, and forceful.

CENTRAL PIEDMONT INDUSTRIES SUPERVISOR TRAINING PROGRAM

Fall and Spring:

The program consists of courses in communications, human relations, and supervisory problems especially designed to meet the problems of member companies of CPI. Additional information may be obtained from the Evening College office.

CERTIFIED PROFESSIONAL SECRETARIES TRAINING PROGRAM

Accounting for Secretaries

Fall: Monday 7:30-10:00; 13 weeks; \$45.

The secretary will be acquainted with the principles of accounting and business records in relation to government regulations. The course will discuss payroll and petty cash; interpretation of financial records as they relate to top-level secretarial work.

Business Law for Secretaries

Spring: Monday 7:30-10:00; 13 weeks; \$45.

This course is especially adapted to secretarial backgrounds and interests. It deals with such topics as contracts and bailments; the law of agency and sales; insurance, negotiable instruments, and real property; interpretation of the legal implications involved in a secretary's daily work.

Business Administration for Secretaries

Spring: Date and time to be announced; \$45.

This course will review the fundamental economic concepts found in the secretary's day-to-day contacts with prices, taxes, and labor. It will discuss the social responsibilities of business, government regulation of business, business organization and management, types of ownership, staffing a business, management controls, and techniques of supervision and office management.

CERTIFIED PROPERTY AND CASUALTY UNDERWRITERS TRAINING PROGRAM

Spring and Fall: Monday 7:15-9:45; 30 weeks; \$60.

Economics, Government and Business (Part III). This area includes those subjects which will give candidates a better understanding of the environment in which the institution of insurance is functioning. The important economic and government influences at work in contemporary society will be analyzed. Emphasis in this division will also be placed upon grammar, spelling, punctuation, paragraphing, and other factors essential to the writing of good English.

CHARTERED LIFE UNDERWRITERS PROGRAM

Fall and Spring: Thursday 7:15-9:45; 30 weeks; \$60.

Fundamentals of Life Insurance and Annuities (Part I). A course considering the needs and uses, types of contracts, the arithmetic of premiums and reserves, contract provisions and legal principles, structure of business, fundamentals of programming, and settlement of options.

COST ACCOUNTING

Fall and Spring: Tuesday 7:30-9:30; 16 weeks; \$60.

This course is designed to help familiarize the student with the basic procedures of cost accounting. A study of job-order, process, and standard cost-finding systems; accounting for labor, material, and manufacturing expenses; distribution costs. This study familiarizes the student with the cost reports that pertain to management.

CREATIVE THINKING

Fall and Spring: Tuesday 7:30-9:30; 15 weeks; \$30.

A discussion course to provide knowledge and practice in the processes of creative thinking as an aid to awakening and enlivening the imagination. Discussion of constructive ideation—the act of generating ideas—as the key to the solution of many problems in science, in the arts, in business, in the professions, in public affairs, and in personal living.

DYNAMIC LEADERSHIP AND EFFECTIVE SUPERVISION

(A Course in Human Relations)

Fall and Spring: Tuesday and Thursday 7:00-9:00; 8 weeks; \$60.

Course is designed to improve the skills and techniques necessary for effective and harmonious supervision. Seeks to promote results through the utilization of good human relations and dynamic leadership. Course will include consideration and responsibilities of supervision, understanding and directing other people, development of tools essential for successful supervision, motivation and know-how for employee and supervisory development.

JOURNALISM—HOW TO PLACE YOUR STORY IN THE NEWSPAPER AND OTHER MEDIA

Fall and Spring: Monday 7:30-9:30; 10 weeks; \$40.

The writing and placing of news releases about business, clubs, churches, and other organizations. Course considers what is news, how to write and edit news, how to find news in an organization, how to get news releases and pictures in news media, and how to set up a simple publicity program for a company or organization.

LAW IN LIFE AND WORK

Fall and Spring: Wednesday 7:30-9:30; 16 weeks; \$60.

A practical business law course for all men and women. A survey of the development of Civil and Common Law in the United States, and its application today. Special attention is devoted to those facets of the law that apply to every-day business and social relationships.

MANAGING YOUR FAMILY INCOME

(Money Management for Women)

Fall: Thursday 1:00-3:00 p.m.; 10 weeks; \$20.

A course designed for young married women and others who want to learn sound principles of managing the family finances. It presents a tested and successful basis for approaching such financial matters as buying a home, budgeting, life insurance, other insurance, installment buying, investments, making a will, etc.

ORAL COMMUNICATION

Fall and Spring: Tuesday and Thursday 7:00-9:00; 8 weeks; \$60.

A practical course in oral communications for business and industry. Training will be emphasized in those speaking situations that are basic to effective communication within industry: speaking before groups, participation in conferences and meetings, interviewing, counseling.

PRACTICAL POLITICS

(In cooperation with the Civic Affairs Committee of the Charlotte Chamber of Commerce)

Fall and Spring: dates to be announced; for further information contact Queens Evening College or Charlotte Chamber of Commerce.

A non-partisan workshop designed to equip and encourage citizens to become more effective in the party of their choice. Sessions will include: (1) the individual in politics; (2) the political party organization; (3) the political precinct; (4) the political campaign; (5) political clubs; (6) political leaders' problems; (7) political meetings; (8) business men in politics; and (9) the politician speaks (a dinner program).

PRINCIPLES OF PUNCHED CARD SYSTEMS

Fall: Monday, 7:30-9:30; 12 weeks; \$50.

A course in fundamentals of punched card techniques and practical applications in accounting, inventories, and production control. This course is designed for management personnel from supervisory to higher levels in sales, administration, and production. It will give to this group a knowledge of what can be accomplished by a punched card installation and of the problems involved. The course is divided into two parts as follows:

1. Description of basic machines and their functions.
2. Practical applications for all phases of business, *i.e.*, sales, administration, and production.

SALES TRAINING PROGRAM

Part I—Salesmanship Techniques

Fall: Tuesday 7:00-9:45; 16 weeks; \$60.

This course demonstrates through visual aids, role-playing, student demonstrations, guest lecturers, etc., the proper methods of approach, ways to arouse the buying urge, common obstacles met in selling, meeting of sales resistance, and the closing of the sale.

Part II—Sales Management

Spring: Tuesday 7:00-9:45; 16 weeks; \$60.

This course discusses the field of sales management, product and market research, sales department organization, hiring salesmen, training salesmen, stimulating and supervising salesmen, sales control, sales promotion, and outstanding problems in sales management.

Part III—Sales Management Seminar

Spring: Thursday 6:00-9:30 (includes dinner on campus); 12 weeks; \$100.

This seminar type course reviews such topics as: the key to differences in people, the total concept of company operations, developing branch and field managers, the why of modern business, the nature of an organization, the part profit plays, matching personal and company goals, feeling for people and an understanding of their problems, the nature of authority, basic human needs, why things are not necessarily what one thinks they are, and the fundamentals of dealing with people.

SAVINGS AND LOAN INSTITUTE PROGRAM

(In cooperation with the Charlotte Chapter of the American Savings and Loan Institute)

Fall and Spring: To be announced.

SHORTHAND—Advanced Review—Gregg System

Fall and Spring: Wednesday 7:30-9:00; 10 weeks; \$30.

For those with a proficiency of at least 80 words a minute, who need a review course to increase speed and vocabulary.

SHORTHAND—Beginning through Intermediate—Gregg System

Fall and Spring: Monday and Thursday 7:00-8:30; 16 weeks; \$60.

Basic techniques of Gregg system with special emphasis on drills in the use of brief forms and abbreviations, spelling, punctuation, letter practice, and the study of a vocabulary of business terms.

TYPING—Beginning

Fall and Spring: Monday and Thursday 8:45-9:45; 16 weeks; \$40.

Mechanical operation of the typewriter; mastering the keyboard; development of correct typewriting techniques; proper stroking, rhythm, centering, and tabulation; special finger and word exercise.

VOICE MECHANICS

Fall and Spring: Dates to be arranged; 10 sessions; \$100.

A direct and simplified method for achieving superior voice production and projection; use of the mechanical "sonic eye," a guide to determine carrying power of the speaking voice. Course is designed especially for busy executives and professional men and women who find that a vital voice is a prerequisite for effective salesmanship and public speaking.

COURSES OF GENERAL INTEREST

CHRISTIAN EDUCATION FOR WOMEN

Fall and Spring: Program times to be announced.

A two year pilot training program to train lay leaders of Christian Education. Course work will include studies of the Bible, doctrine and church history, Christian education, introduction to Christian philosophy, Christian theology, and teaching methods. Applications to enter this training program may be made at the Evening College office.

CONVERSATIONS IN THE LIBERAL ARTS

(A program of Continuing Education for Adults)

Spring: To be announced. For information, please call the Evening College office.

Queens Evening College is participating in a nationwide movement of offering business and professional people an opportunity to tie their liberal education into a meaningful whole. In literature, art, and music, in the writing of history, and in scientific speculation, western man has asked the following questions: WHAT IS THE NATURE OF MAN? HOW DOES HE KNOW? WHAT IS MAN'S DILEMMA? WHAT SOLUTIONS CAN BE PROPOSED? These solutions fall into a small number of basic types. This course invites the executive to share in the rewarding experience of re-discovering these basic answers and seeing the implications in every-day business, cultural, and social affairs.

CREATIVE THINKING

(See Business and Industry section of bulletin)

CREATIVE WRITING

Fall: Wednesday, 7:30-9:30; 16 weeks; \$50.

Emphasis on building sound narrative plots and developing them into salable stories; use of characterization, description, dialogue, conflict, suspense, action, climax. Present-day markets and published magazine stories. Students work from plot outlines to finished stories to be criticized in class. Individual conferences arranged.

THE GREAT BOOKS PROGRAM

(Co-sponsored with the Great Books Foundation)

Fall and Spring: Monday, Tuesday, Wednesday or Thursday, 7:30-9:30; every other week for 16 sessions.

First year groups will be organized, and the first year groups started last year will continue into the second year of the program.

Participants in a Great Books discussion group meet for two hours one evening every other week around a table informally to talk about a book. Each reading is short enough for a busy adult to finish during the period between meetings, yet long enough to contain a complete unit of thought.

Different discussion groups will be scheduled for each week-day night. To join a group, get in touch with Queens Evening College by phone or mail and register for the evening of your choice. You will receive complete information about starting date, readings, book orders, class assignments, etc. There is no charge for the course.

GREAT BOOKS ROUND TABLE

Fall and Spring: Tuesday 2:00-4:00; 8 sessions, meeting every other week; \$32.

An afternoon discussion course led by Stuart D. Currie. Fall and spring programs to be announced.

INTERIOR DESIGN

Fall and Spring: Tuesday 7:30-9:30; 10 weeks; \$40.

For those interested in creative decorating. Course considers room composition and character, use of color, materials and designs, floor coverings, fabrics, lighting and accessories, problem rooms, use of antique furniture with modern, and student's own problems.

INVESTMENTS—STOCKS AND BONDS

Fall and Spring: Tuesday 7:30-9:30; 8 weeks; \$20.

A course to consider stocks, bonds, dividends, securities, bull and bear markets, stock tables, buying and selling.

DISCOVERING MODERN POETRY—Exploring New Dimensions in Verse

Spring: Wednesday 7:30-9:30; 16 weeks.

These sessions will introduce students to poetry's more subtle enjoyments. Exchanging with others the images and associations evoked by these exciting forms of written speech will yield many a new insight and pleasure. In addition to reading collections of modern verse, which include the works of T. S. Eliot, Robert Frost, W. H. Auden, Dylan Thomas, and W. B. Yeats, students will hear recordings of the poets themselves, reciting their own poems. Students will find new awareness in themselves as they discuss—

The theme of frustration.

The Humanist acceptance.

Childhood and loss of innocence.

What modern poetry means to the individual.

The modern world as seen by the poets.

UNDERSTANDING MUSIC

(A course in Music Appreciation)

Fall and Spring: Wednesday 7:00-9:45; 16 weeks; \$60.

Designed for students who wish to become more discerning in their approach to the great works of all periods in the history of the art. This is done through study of instruments, styles, form, literary and biographical backgrounds. No musical training is necessary for students registering for this course.

PAINTING FOR PLEASURE

Fall and Spring: Monday or Thursday, 7:00-9:45; 16 weeks; \$50.

Oil or water colors (or any other media) for the beginner or advanced student who wishes a non-credit course for the pleasure of painting.

ADVANCED PHOTOGRAPHY TECHNIQUES

Fall and Spring: Thursday 7:30-9:30; 10 weeks; \$40.

A course designed for those with more than an elementary knowledge of the camera; considers advanced techniques in portrait work, artistic posing, lighting, use of color film, etc.

SEWING FOR PLEASURE

Fall and Spring: Wednesday 7:00-10:00; 16 weeks; \$30.

A course for men and women. Instruction will be given at all levels, beginning through advanced. Class limited to 15.

SPANISH

(See College Credit section of bulletin)

SWIMMING FOR BEGINNERS

Fall and Spring: Monday 7:30-8:30; 30 weeks; \$50 single; \$75 husband and wife.

Class instruction in beginning swimming; also, adapted for those who are swimmers and wish to improve their breathing, strokes, kicking, and style.

THE WAYS OF MANKIND—A Study of the Family of Man

Fall: Monday 7:30-9:30; 16 weeks.

This is an examination of the greatest wonder of the world: man himself, and the drama of the many cultures he has created. The individual's life, feelings, and ideas will be placed into the framework of the world's culture; attention will be drawn to situations ranging from the ethics of an African tribe to the problem of a corporation executive's wife; students will get a new look at values and social mores. Specially prepared readings, scripts, and dramatic recordings open the way to discussion of basic concepts including—

Is success pursued too much?

Is this becoming a "gadget" society?

Is the American family disintegrating?

How does a businessman survive as a person in the business "jungle"?

What is a "good" child?

Is the need to conform a danger?

YOUR CHILD'S SPEECH PROBLEMS

(An adult education program for mothers and fathers of children with speech handicaps.)

Fall and Spring: Thursday, 7:30-9:30; 8 weeks; \$15.

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